





Department of  
**General Services**

# Commodities, Services, & Technology

Local Government Purchasing Forum

September 23, 2021

Parker Birt, Category Specialist



# Category Management & the Category Teams

# Category Management – Team Differences

- Commodities – Contracts to purchase tangible goods.
- Services – Contracts with service components such as monthly services, inspections, maintenance and repair, rental, etc. These contracts have a human component to them.
- Technology – Contracts with technology components, such as computers, cellular devices, multi-function devices, telecommunication equipment.
- Each category team is familiar with legal requirements and TCAs pertaining to their specific category.

# Category Management – Commodities Team

Primarily responsible for the procurement and management of SWCs centered around commodities

Examples include: Maintenance Repair Supplies, Herbicides, Office Supplies, Vehicles, Gas/Diesel, Copy Paper, Groceries, Office Furniture, etc.



# Category Management – Commodities Team

**Tony Bybee, Team Lead**

- **Category Specialists:**

- DeRenne Raley
- Mike Neely
- James Vallone
- Josh Polk



# Category Management – Services Team

Primarily responsible for the procurement and management of SWCs centered around personal, professional, and consulting services

Examples include: Vehicle Rental, Winter Road Maintenance And Repair, Electrical HVAC, Plumbing, Boiler & Chiller Maintenance And Repair, Facility Fire and Security, etc.





# Category Management – Services Team

**Joyanna Brassfield, Team Lead**

**– Category Specialists:**

- **Parker Birt**
- **Erik Busby**
- **Maya Carpenter**
- **Ellen Lipinski**



# Category Management – Technology Team

Primarily responsible for the procurement and management of SWCs centered around technology related hardware and software.

Examples include: computers, servers, storage, commercial off the shelf (COTS) and cloud software, telephones, headsets, wireless access points, accessories, etc.



# Category Management – Technology Team

**Josh Gaddy, Team Lead**

- **Category Specialists:**
  - Richard Kotler
  - Michael Porter
  - Simeon Ayton
  - Michael Gross

## Where to Locate Procurement Staff Contact Information

### **Central Procurement Office Directory**

- <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/cpo-directory-.html>

### **Edison Supplier Portal**

- [https://hub.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN\\_PUBLIC\\_SUPPLIER.TN\\_ACTIVE\\_SWC\\_CMP.GBL?Page=TN\\_ACTIVE\\_SWC&Action=U&ExactKeys=Y&TargetFrameName=None](https://hub.edison.tn.gov/psp/paprd/SUPPLIER/ERP/c/TN_PUBLIC_SUPPLIER.TN_ACTIVE_SWC_CMP.GBL?Page=TN_ACTIVE_SWC&Action=U&ExactKeys=Y&TargetFrameName=None)



# How to Determine if a Statewide Contract is Needed

# Guiding Criteria for Establishing a New Statewide Contract (SWC)



## **Projected Utilization**

Number of State Agencies and/or Authorized Users expected to utilize the contract.



## **Significant Volume**

Estimated Annual Volume and Projected Future Spend.



## **Additional Discounts or Pricing Breaks**

Potential to Receive Pricing Breaks or Additional Discounts through Leveraged Volume or Contract Structure.



## **Reoccurring Need**

Recurring Need within and across State Agencies and/or Authorized Users.



# Various Contract Structures

# Contract Structures

## Pricing Structures:

- Fixed line items
- Catalog items

## Award Structures:

- Single supplier award
- Multi-supplier award
  - Line item award
  - Regional award
  - Tiered award
  - Constant-compete





# How to Identify Contract Structure

- Usage Instructions Include:
  - Contract Period
  - Summary/Background Information
  - State of TN CPO Contact Information
  - Supplier Contact Information
  - State Agency Ordering Instructions
  - Local Government Entity Instructions (if needed)
  - Other Contract-Specific Details

## SWC #507 Rock Salt

### Contract Information and Usage Instructions

#### Contract Period:

Start Date – June 1, 2020

End Date – May 31, 2023, with 2 one-year renewal options remaining.

#### Summary/Background Information:

This contract includes product and delivery of Rock Salt for all State agencies, local governmental units, higher education institutions, and eligible 501(c)(3) tax-exempt corporations. It should be noted that purchases fewer than 150 tons may utilize this contract but are not required to. All orders of 150 tons or larger are required to use this contract.

#### State Contract Administrator:

Maya Carpenter

Category Specialist

Central Procurement Office

(615) 532-7941

Maya.Cacavas@tn.gov

#### Contractor Contact Information:

Cargill Inc.

Edison Contract Number: 66844

Vendor Number: 582

Deseree Carver

(800) 600-7258

[customerarceroadsafety@cargill.com](mailto:customerarceroadsafety@cargill.com)

24950 Country Club Blvd., Suite 450

North Olmstead, OH 44070

Compass Minerals America, Inc

Edison Contract Number: 66846

Vendor Number: 685

Brenda Blunt

(913) 344-9253

[highwaygroup@compassminerals.com](mailto:highwaygroup@compassminerals.com)

9900 W 109<sup>th</sup> St. Suite 100

Overland Park, KS 66210

## Pricing Structure – Fixed Line Items

### Set items with fixed pricing

- Will have contract line numbers and an item ID #

- **SWC 205 Vehicle Rental**

Line Information

**Line 2**

Item ID: 1000169105

*Vehicle Rental, Traditional - Compact Sedan, Hourly*

Unit of Measure: HR

Vendor Item/Part #: ENT-001

Manufacturer Item #:

Unit Price: \$ 8.37

**Line 3**

Item ID: 1000169106

*Vehicle Rental, Traditional - Compact Sedan, Daily*

Unit of Measure: DA

Vendor Item/Part #: ENT-002

Manufacturer Item #:

Unit Price: \$ 27.09

## Pricing Structure – Catalog Items

Contracts that utilize a catalog for purchasing with a negotiated discount applied.

- **SWC 537** Forestry & Agricultural Supplies (Forestry Suppliers)

Line Information

**Line 1**

Item ID:

*8% Off Catalog Pricing on All Items*

*<http://www.magazooms.com/HTML5/Forestry-Suppliers-Catalogs-Master-Catalog-2015>*

Unit of Measure: EA

Vendor Item/Part #:

Manufacturer Item #:

Unit Price: \$ 0

## Single Award Contract Structure

Contracts that are awarded to only one supplier

- **SWC 316** Office Supplies

SWC Nbr.	SWC Statewide Contract Name	Edison Contract Number	Contract Begin Date	Supplier Name
316	Office Supplies	000000000000000000 00067054	7/1/2020	OFFICE DEPOT LLC



## Multi-Supplier Award Contract Structure

Contracts that are awarded to two or more suppliers

- **SWC 563** Laboratory Supplies

SWC Nbr.	SWC Statewide Contract Name	Edison Contract Number	Contract Begin Date	Supplier Name
563	Laboratory Equipment &Supplies	00000000000000000000 0049150	4/1/2016	VWR International Inc
563	Laboratory Equipment &Supplies	00000000000000000000 0051339	8/11/2016	Fisher Scientific Company LLC



# Line Award Contract Structure

- Contracts that are awarded based on lowest cost per line item
  - **SWC 521** Laundry Detergents & Compounds
- Ecolab Inc – Contract 61234:
- Diamond Chemical Company – Contract 61233:

## Line Information

### Line 1

Item ID: 1000115219

*Bleach, Dry, Organic, Powder*

Unit of Measure: PA

Vendor Item/Part #: 6117707

Manufacturer Item #: DIAMOND ADCLOR

Unit Price: \$ 65.79

## Line Information

### Line 1

Item ID: 1000115212

*Alkali, Liquid, Drum*

Unit of Measure: DR

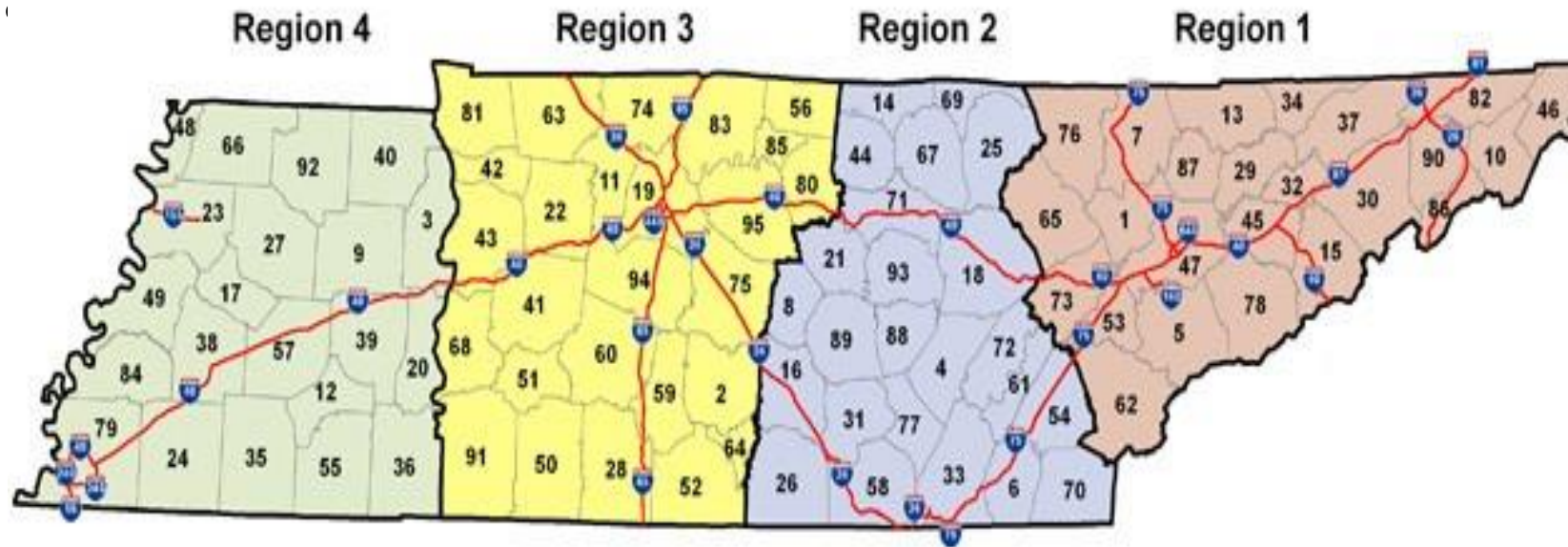
Vendor Item/Part #: STARLITE 15 GAL DRUM

Manufacturer Item #: DIAMOND STARLITE

Unit Price: \$ 109.04

# Regional Award Contract Structure

- Contract Structure





Regional Award Contract Structure  
Contracts that are awarded based on region dependency

- **SWC 370 Uniforms, Linen, & Dust Control**

Contract #	Contractor	Category Awarded	Awarded Locations
52904/ 53866	Alsco	Linen	Region 3 - Davidson Region 4 - Henderson and Shelby
52905/ 53430	Aramark	Uniform, Linen, Dust Control	<b>Uniforms:</b> Regions 1-4 <b>Linen:</b> Region 1 (except Loudon) Region 2 Region 3 (except Davidson and Christian, KY) Region 4 – Henry and Hardin <b>Dust Control:</b> Regions 1-4
52906/ 53432	<u>Ameripride</u>	Linen	Region 4 - Benton, Chester, and Lake

## Tiered Award Contract Structure

Contracts that have a supplier hierarchy

- **SWC 700** HVAC, Electrical, Plumbing, Boiler, and Chiller Systems

County	HVAC Maintenance and Repair				
	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
Anderson	Air Quest	Archer Air	Alpha Mechanical	J & F Mechanical	Four Seasons
Bedford	Maynard Select	Alpha Mechanical	BLLC Hold CO	Evolution Maintenance	Precision Mechanical
Benton	Jarrod Paul Phillips	AHA Mechanical	Upchurch Plumbing	Evolution Maintenance	United Mechanical
Bledsoe	Action Heating & Cooling	Mountain City SVC Inc	Archer Air	Alpha Mechanical	Evolution Maintenance
Blount	Air Quest	Archer Air	Mountain City SVC Inc	Alpha Mechanical	Four Seasons
Bradley	Mountain City SVC Inc	Archer Air	Alpha Mechanical	Interstate Mechanical	Evolution Maintenance



Constant-Compete Contract Structure  
Multiple suppliers awarded on contract. User requests quotes to compete their job among awarded suppliers and awards job to lowest cost supplier.

- **RSWC 3999 NASPO COTS Software**

Edison Contract ID	Supplier	Software
63087	CDWG	Commercial off the shelf software
63066	SHI	
62925	Insight	

# Common SWCs Topics - Vehicles

Vehicle Statewide Contracts				
SWC Number	SWC Description	SWC Contract Admin	Contract Structure	Number of Suppliers
205	Vehicle Rental	Parker Birt	Single Award	1
209	Vehicles	Mike Neely	Multi Award	11
222	Vehicle Leasing	Parker Birt	Single Award	1

# Common SWCs Topics – Maintenance

Facility Maintenance Statewide Contracts				
SWC Number	SWC Description	SWC Contract Admin	Contract Structure	Number of Suppliers
136	Pest Control	Maya Cacavas	Multi Award by County	4
161	Trash Pick-up Service	Erik Busby	Multi Award by County	9
172	Facility Fire, Security, and Life Safety Systems and Products	Parker Birt	Constant Compete by County	9
182	Elevator Maintenance	Maya Cacavas	Single Award	1
235	Industrial Supplies	Mike Neely	Constant Compete by Category	4
303	Equipment Maintenance Management	Elle Lipinski	Single Award	1
700	Electrical HVAC ,Plumbing, Boiler, and Chiller Systems Maintenance and Repair	Maya Carpenter	Multi Award Hierarchy by County	50

# Common SWCs Topics – Office and Paper

Office & Paper Statewide Contracts				
SWC Number	SWC Description	SWC Contract Admin	Contract Structure	Number of Suppliers
316	Office Supplies	James Vallone	Single Award	1
317	Copy Paper			1
352	Envelopes			1
354	Paper, Print Shop		Multi Award by Category	4
365	Paper and Plastic Goods		Single Award	1

# Common SWCs Topics – Road Supplies & Equipment

Road Suppliers & Equipment Statewide Contracts				
SWC Number	SWC Description	SWC Contract Admin	Contract Structure	Number of Suppliers
110	Pipe & Pipe Liner	Erik Busby	Multi Award by Category	4
126	Highway Markings & Accessories		Multi Award by Category	6
178	Traffic Paint and Glass Beads		Multi Award by Category	2
201	Equipment Rental	Elle Lipinski	Multi Award by Equipment	12
204	Vehicle & Equipment, Parts Lt & Heavy Duty	Mike Neely	Single Award	20
206	Attenuators, Truck and Trailer		Multi Award	2
219	Highway Maintenance Equipment		Multi Award	18
226	Winter Road Maintenance Equipment		Multi Award	7
503	Summer Road Maintenance	Erik Busby	Multi Award by Location	40



# Common SWCs Topics – Medical/Health Supplies, Equipment, & Services

Medical/Health Supplies, Equipment, & Services Statewide Contracts				
SWC Number	SWC Description	SWC Contract Admin	Contract Structure	Number of Suppliers
439	Dental Supplies	Josh Polk	Multi Award	3
440	Medical Supplies		Multi Award	3
529	Pharmaceutical Return Processing and Reverse Distribution and Destruction Services		Single Award	1
530	Pharmaceutical Products		Single Award	1
531	Birth Control Devices		Multi Award	3
533	Influenza Vaccine		Multi Award by Category	2
563	Laboratory Supplies		Multi Award	2

# Common SWCs Topics – Technology

Technology Statewide Contracts				
SWC Number	SWC Description	SWC Contract Admin	Contract Structure	Number of Suppliers
400	Multifunction Devices, Scanners, & Software	Michael Gross	Single Award	1
3008	ESRI/GIS Software	Michael Porter	Single Award	1
811	Cellular Device, Services, & Business Solutions	Richard Kotler	Multi Award	2
911	First Responder Telecommunications Services & Equipment	Richard Kotler	Single Award	1
423	Radio Equipment, Maintenance, Repairs, Parts, Accessories, & Test Equipment	Richard Kotler	Multi Award	2
338	Apple Hardware, Software	Simeon Ayton	Single Award	
3999	NASPO COTS Software	Simeon Ayton	Multi Award	3
3021	Comprehensive Cloud Solutions	Simeon Ayton	Multi Award	3

# Conclusion

